

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

(Southern Region Miscellaneous Series)



## APPEALS

Procedure To Be Followed in Appeals Cases in Connection With the 1938 Agricultural Conservation Program Pursuant to the Provisions of Section XVI of Southern Region Bulletin 201

### I. MATTERS CONCERNING WHICH APPEALS MAY BE MADE BY PRODUCERS

- A. Eligibility to file an application for payment,
- B. Any soil-depleting acreage allotment or soil-building goal (appeals in connection with the determination of farm marketing quotas are entirely separate matters which will be handled by review committees in accordance with regulations issued by the Secretary of Agriculture),
- C. The division of payment, or
- D. Any other matter affecting the right to or the amount of his payment with respect to the farm.

### II. PROCEDURE TO BE FOLLOWED BY PRODUCERS

A. Any person who is dissatisfied with any recommendation or determination of the county committee in connection with the 1938 Agricultural Conservation Program with respect to any farm in which he has an interest as landlord, tenant, or sharecropper, may, within 15 days after notice thereof is mailed to him or, if notice thereof is not mailed to him, within 15 days after notice thereof is made available to him, request the county committee in writing to reconsider its recommendation or determination with respect to any of the matters indicated above.

B. The producer will be notified in writing of the final decision of the county committee which must be made within 15 days after the county committee receives the written request for reconsideration of its previous decision.

C. Any person who is dissatisfied with the final recommendation or determination of the county committee may, within 15 days after a copy of the final decision of the county committee is mailed to or made available to him, appeal in writing to the State committee to consider the decision of the county committee. Such appeal must contain or be accompanied by a written statement, in duplicate, containing such information as he may have available which he believes to be pertinent to the case. There shall be attached to such appeal a correct copy in duplicate of each work sheet or other form which is material to such appeal.



D. The producer will receive a copy of the decision of the State committee which must be made within 30 days after receipt by the State committee of his appeal.

E. In case the producer is dissatisfied with the decision of the State committee, he may request the Director of the Southern Division of the Agricultural Adjustment Administration to review the decision of the State committee by giving written notice, in duplicate, to the State committee within 15 days after the copy of the decision of the State committee is mailed to him. Such request must contain or be accompanied by the producer's statement with respect to the decision of the State committee.

F. If any producer filing an appeal in accordance with this procedure so requests at the time of filing such appeal, he may appear before the county committee or State committee and present his case in person.

G. Any new evidence presented in any case after the final decision of the county committee and prior to a decision by the Director of the Southern Division will necessitate the return of the appeal for reconsideration by the committee(s) which had previously rendered a decision thereon.

### III. BASIS FOR MAKING DECISIONS

A. All decisions in appeal cases by the county and State committees shall be in accordance with the terms and conditions of the 1938 Agricultural Conservation Program applicable in the southern region. If, in considering any question in an appeal case, it appears there are no regulations applicable to such question, no decision on such case shall be rendered until applicable regulations are approved.

### IV. PROCEDURE TO BE FOLLOWED BY THE COUNTY COMMITTEE

A. The county committee shall review any request of a producer filed in accordance with paragraph II-A above.

B. The county committee shall hold such hearings, keep records of such hearings, and make such investigations as are necessary for the proper reconsideration of its original recommendation or determination.

C. The county committee shall notify such producer in writing of its final decision within 15 days after receipt of such written request for reconsideration and send a copy of its decision to the State committee.

D. In case a producer appeals from the final decision of the county committee to the State committee, the county committee, when requested, shall furnish the State committee with its file in the case, and assist the State committee in holding such hearings and making such investigations as the State committee may consider necessary. The county committee will receive copies of all decisions of the State committee and the Director of the Southern Division pertaining to appeals originating from the county in which it serves and made in accordance with this procedure.

## V. PROCEDURE TO BE FOLLOWED BY THE STATE COMMITTEE

A. The State committee shall designate a competent person in the State office who shall—

1. Receive appeal cases,
2. Notify the county committee upon receipt of such cases and advise them whether the producer desires to appear in person before the State committee,
3. Request the county committee for its file in the case,
4. Examine the appeal record and take steps to complete the record when found to be incomplete in any respect,
5. Prepare a report and present the case in detail to the State committee, and
6. Be prepared to answer any questions relative to the appeal.

B. The State committee shall hold such hearings, keep records of such hearings, and make such investigations as are necessary and shall decide each appeal within 30 days after receipt thereof in the State office. The decision of the State committee shall be prepared in quadruplicate. One copy of such decision shall be promptly transmitted to the county committee, one copy to the producer, and two copies shall be filed in the State office.

C. Upon written request from a producer that a decision of the State committee be referred to the Director of the Southern Division for review, in accordance with paragraph II-E above, the State committee shall immediately forward the complete original appeal record to said Director, together with a copy of its decision and a transcript of the record of the hearing(s) in such case and the producer's written request and statements.

D. Upon receipt of a decision from the Director of the Southern Division in triplicate, the State committee shall promptly transmit one copy to the producer, one copy to the respective county committee and keep one copy for its files.

## VI. PROCEDURE TO BE FOLLOWED BY THE DIRECTOR OF THE SOUTHERN DIVISION

A. Upon receipt of the docket containing the appeal record from the State committee in accordance with paragraph V-C above, the Director of the Southern Division will review the case after referring it to a regional appeals committee, to be composed of three persons from the Southern Division of the Agricultural Adjustment Administration, for its recommendation with respect to the case.

B. The decision of the Director of the Southern Division will be prepared in quadruplicate and three copies will be promptly transmitted to the State committee.

*J. W. Ruggan*

*Director, Southern Division,  
Agricultural Adjustment Administration.*

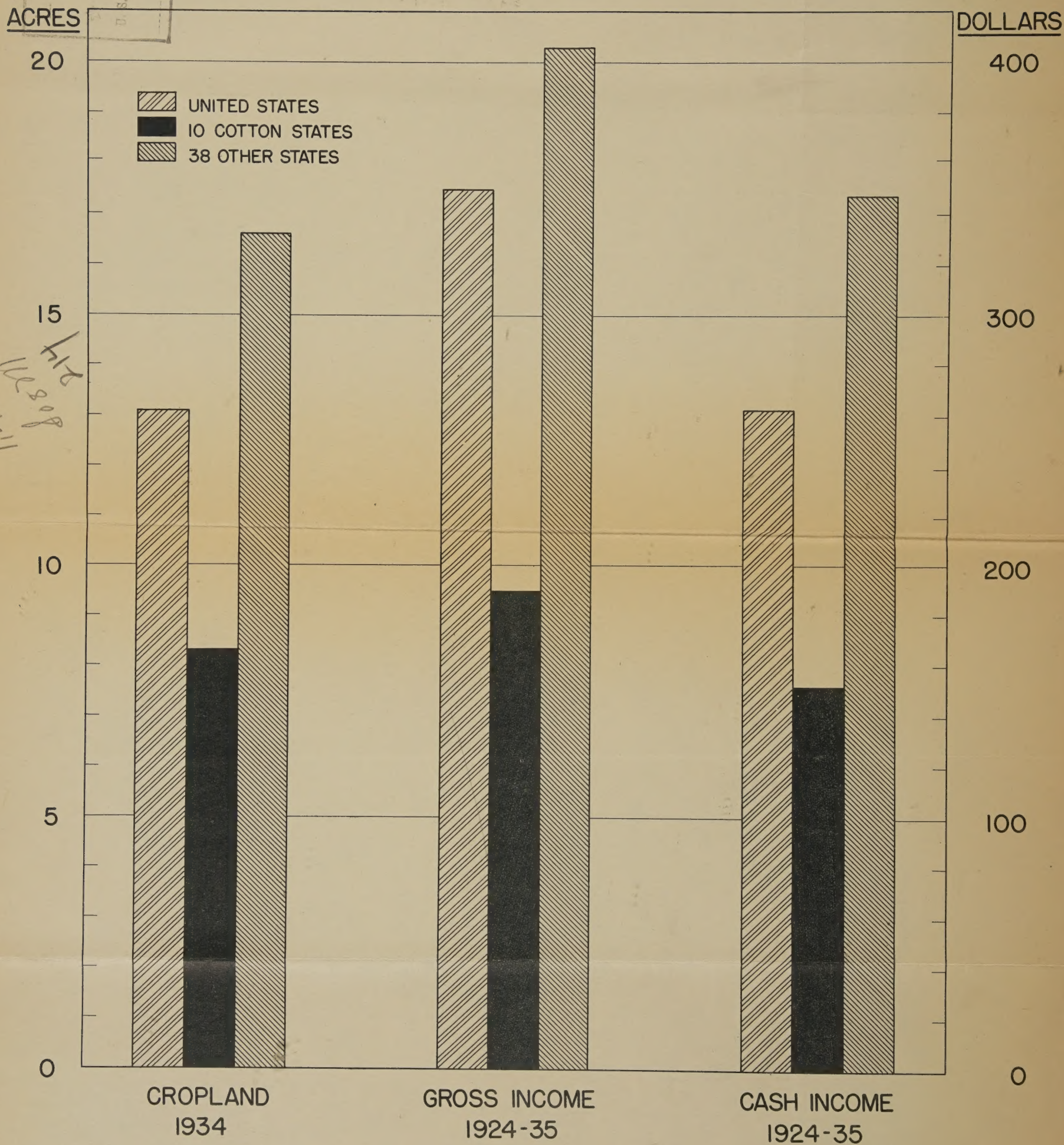






U. S. DEPARTMENT OF AGRICULTURE  
CULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

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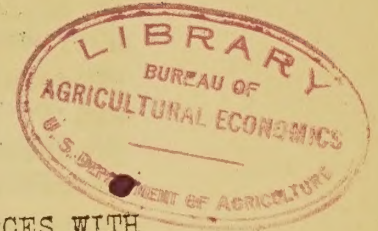
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Issued April 18, 1938

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JUN 15 1938UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATIONSOUTHERN DIVISION

PROCEDURE TO BE FOLLOWED BY COUNTY AND STATE OFFICES WITH  
RESPECT TO REQUESTS FOR TRIPLE SUPERPHOSPHATE IN ACCORD-  
ANCE WITH SECTION X, SOUTHERN REGION BULLETIN 201.

I. County Office Procedure.

A. The county office will be responsible for the accurate determination of all information on each request for triple superphosphate. Special care should be taken to determine accurately the following:

- (1) That the attention of the producer is called to the provisions of the 1938 Agricultural Conservation Program regarding the manner of using superphosphate and that he clearly understands that he is eligible to receive this triple superphosphate only if it is to be applied upon acreages of specified legumes, grasses, or permanent pasture.
- (2) That the deduction for the total quantity of triple superphosphate requested by all persons on the farm will not exceed 80 percent of that part of the maximum payment computed for the farm in connection with soil-building practices.
- (3) That each producer on the farm is advised that if the payment to the producer filing the request for triple superphosphate is not sufficient to cover the deduction required for the triple superphosphate, payments to other producers on the farm are subject to the remaining deduction.

B. The county committee should determine, insofar as possible, that the farm is being operated in 1938 so that the payments earned under the 1938 Agricultural Conservation Program will exceed the deduction for triple superphosphate obtained as grants of aid.

C. The Treasurer of the County Agricultural Conservation Association will pay the freight and will be responsible for collecting the freight and handling charges prior to delivery of the triple superphosphate.



- D. Immediately upon arrival of a shipment of triple superphosphate notice should be sent to each interested producer. If prior to delivery it is determined that any producer will not earn sufficient payment to cover the deduction for the triple superphosphate, he shall be considered ineligible to receive it and it shall not be delivered to him. In the event another producer requests the triple superphosphate his request therefor on Form ACP-64 should be submitted to the State office. In no case should the triple superphosphate be delivered to any such producer until the State office has approved his request for it.
- E. Each request for triple superphosphate must be expressed in units of 100 pounds.
- F. Form ACP-64, "Request for Grants of Aid under 1938 Agricultural Conservation Program", should be prepared in triplicate as follows:
- (1) Enter in the space indicated in the upper right corner the serial number of the work sheet covering the farm on which the triple superphosphate is to be applied.
  - (2) Enter the names and code numbers of the State and county in the spaces provided.
  - (3) Enter the name of the producer requesting triple superphosphate and his tenure (landlord, share tenant, or sharecropper) in the space provided in section I.
  - (4) Enter the mail address of the producer and the name of the county and State in the spaces provided below the name of the producer.
  - (5) In the space provided for the description of the material enter "Triple Superphosphate", in the column headed "Quantity" enter the number of pounds requested; and in the column headed "Units", enter the word "lbs."
  - (6) Enter in the spaces provided the following:
    - (a) the name of each crop to which the triple superphosphate is to be applied,
    - (b) the number of acres to be treated,
    - (c) the rate of application per acre, and
    - (d) the total amount of triple superphosphate to be applied to the crop.
  - (7) Enter, in the spaces provided, that part of the maximum farm payment which may be earned by carrying out soil-building practices and the deductions for materials furnished as grants of aid in order that it may be determined that the total deductions will not exceed 80 percent of such part of the maximum farm payment.



- (8) The date of signing and the signature of the applicant should be entered in the spaces provided.
  - (9) Upon approval of the request by the county committee, one member of the committee and the Secretary of the County Agricultural Conservation Association must sign in the spaces provided in section II and the date of each signature must be entered immediately below.
  - (10) Section III will be executed by the Treasurer of the County Agricultural Conservation Association upon payment of the transportation and handling charges.
  - (11) Section IV will be executed by the producer upon delivery of the triple superphosphate to him.
  - (12) One copy of Form ACP-64 will be sent to the State office with the related Form ACP-65. When the Form ACP-65 is returned by the State office the request for shipment number and any changes made by the State office in Forms ACP-64 should be noted on the copies which were retained in the county office. The producer's copy of Form ACP-64 should then be delivered to him and the remaining copy retained in the county office files.
- G. Form ACP-65, "Summary of Requests", is to be executed in triplicate when requests for triple superphosphate have been received on Form ACP-64, totaling a shipment (ordinarily a minimum carload of 40,000 pounds since freight rates are approximately 30 percent higher for less than carload lots), as follows:
- (1) Enter in the upper right corner the names and code numbers of the State and county.
  - (2) Enter in the spaces provided for the name of the material and a complete description thereof "Triple Superphosphate" and the date delivery is desired.
  - (3) Enter in the space provided the name of the person designated as consignee and his mail address.
  - (4) Enter in the spaces provided the name of the railroad or carrier which is to deliver the triple superphosphate and the actual point at which delivery is to be made.
  - (5) Enter in the respective columns the following information from the Forms ACP-64:



- (a) the work sheet serial number of the farm,
  - (b) the names and addresses of producers requesting triple superphosphate,
  - (c) the word "lbs", and
  - (d) the quantity (expressed in pounds) requested by each producer.
- (6) Enter in the space provided the total number of pounds requested as shown on the Form ACP-65.
- (7) Upon approval by the County Committee, one member of the County Committee and the Secretary of the County Agricultural Conservation Association should sign and the date should be entered in the spaces provided.
- (8) The original and one copy of Form ACP-65 will be transmitted to the State office, together with the supporting Forms ACP-64. When approved by the State office, one copy of the Form ACP-65 will be returned to the county office and the original will be retained in the State office.
- H. Upon receipt of the shipment, Form ACP-67, "Receiving and Inspection Report", should be executed in quadruplicate as follows:
- (1) Enter in the upper right corner the names and code numbers of the State and county.
  - (2) Enter in the space provided the Request for Shipment Number as shown on Form ACP-65.
  - (3) Fill out the Receiving and Inspection Report with the assistance of the local freight agent, if necessary.
  - (4) In case of loss, damage, shortage, etc., fill in the report of such loss, etc., with the assistance of the local freight agent, if desirable.
  - (5) The signature of the designated consignee and the date should be entered in the spaces provided.
  - (6) One copy of Form ACP-67 will be retained in the county office and the original and two copies forwarded to the State office. The State office will retain one copy and forward the original and one copy to the Southern Division, Agricultural Adjustment Administration, Washington, D. C.

## II. State Office Procedure.

- A. The producer's eligibility to receive triple superphosphate should be determined, insofar as possible, prior to approval of his request.



- B. Any producer's request may be reduced by drawing a line through the amount requested on Form ACP-64 and entering the approved amount in the column headed "Notations". The corresponding entry and the total on Form ACP-65 should also be corrected.
- C. Upon approval of Form ACP-65, Form ACP-66, "Request for Shipment", should be executed in quadruplicate.
- (1) The number in the upper right corner of this form should be entered in the space provided on each related Form ACP-64 and ACP-65.
  - (2) Enter in the upper right corner the names and code number of the State and county.
  - (3) Enter in the space provided the date delivery is desired.
  - (4) Enter "Southern" in the space provided for the name of the Division.
  - (5) From the related Form ACP-65 enter the following:
    - (a) name of the county
    - (b) name of the designated consignee
    - (c) consignee's mail address
    - (d) railroad or carrier which will make delivery
    - (e) actual point of delivery
    - (f) "Triple superphosphate" in the space for a complete description of material; total number of pounds; and "Pounds".
  - (6) When approved by the State office the signature of the person authorized to approve such requests for the State office, the name of the State, and the date approved should be entered in the spaces provided.
- D. One copy of Form ACP-66 (pink) and the supporting Form ACP-65 will be retained in the State office. The original and the orange copy of Form ACP-66, together with two copies of Form ACP-67 should be forwarded to the Southern Division, Agricultural Adjustment Administration, Washington, D. C. One copy of Form ACP-65, together with the yellow copy of Form ACP-66 should be forwarded to the county office.
- E. Shipping instructions will be issued from Washington on the basis of approved Forms ACP-66.

*I. W. Duggan*  
I. W. Duggan,

Director, Southern Division,  
Agricultural Adjustment Administration.







Issued August 29, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

PROCEDURE TO BE FOLLOWED BY COUNTY AND STATE OFFICES WITH  
RESPECT TO REQUESTS FOR TRIPLE SUPERPHOSPHATE IN ACCORD-  
ANCE WITH SECTION X, SOUTHERN REGION BULLETIN 201.

I. County Office Procedure.

- A. The county office will be responsible for the accurate determination of all information on each request for triple superphosphate. Special care should be taken to determine accurately the following:
- (1) That the attention of the producer is called to the provisions of the 1938 Agricultural Conservation Program regarding the manner of using superphosphate and that he clearly understands that he is eligible to receive this triple superphosphate only if it is to be applied upon acreages of specified legumes, grasses, or permanent pasture.
  - (2) That the deduction for the total quantity of triple superphosphate requested by all persons on the farm will not exceed 80 percent of that part of the maximum payment computed for the farm in connection with soil-building practices.
  - (3) That each producer on the farm is advised that if the payment to the producer filing the request for triple superphosphate is not sufficient to cover the deduction required for the triple superphosphate, payments to other producers on the farm are subject to the remaining deduction.
- B. The county committee should determine, insofar as possible, that the farm is being operated in 1938 so that the payments earned under the 1938 Agricultural Conservation Program will exceed the deduction for triple superphosphate obtained as grants of aid.
- C. The Treasurer of the County Agricultural Conservation Association will pay the freight and will be responsible for collecting the freight and handling charges prior to delivery of the triple superphosphate.
- D. Immediately upon arrival of a shipment of triple superphosphate notice should be sent to each interested producer. If prior to delivery it is determined that any producer will not earn sufficient payment to cover the deduction for the triple superphosphate, he shall be considered ineligible to receive it and it shall not be delivered to him. In the event another producer requests the triple superphosphate his request therefor on Form ACP-64 should be submitted to the State office. In no case should the triple superphosphate be delivered to any such producer until the State office has approved his request for it.

- E. Each request for triple superphosphate must be expressed in units of 100 pounds.
- F. Form ACP-64, "Request for Grants of Aid under 1938 Agricultural Conservation Program", should be prepared in triplicate as follows:
- (1) Enter in the space indicated in the upper right corner the serial number of the work sheet covering the farm on which the triple superphosphate is to be applied,
  - (2) Enter the names and code numbers of the State and county in the spaces provided.
  - (3) Enter the name of the producer requesting triple superphosphate and his tenure (landlord, share tenant, or sharecropper) in the space provided in section I.
  - (4) Enter the mail address of the producer and the name of the county and State in the spaces provided below the name of the producer.
  - (5) In the space provided for the description of the material enter "Triple Superphosphate", in the column headed "Quantity" enter the number of pounds requested; and in the column headed "Units", enter the word "lbs."
  - (6) Enter in the spaces provided the following:
    - (a) the name of each crop to which the triple superphosphate is to be applied,
    - (b) the number of acres to be treated,
    - (c) the rate of application per acre, and
    - (d) the total amount of triple superphosphate to be applied to the crop.
  - (7) Enter, in the spaces provided, that part of the maximum farm payment which may be earned by carrying out soil-building practices and the deductions for materials furnished as grants of aid in order that it may be determined that the total deductions will not exceed 80 percent of such part of the maximum farm payment.
  - (8) The date of signing and the signature of the applicant should be entered in the spaces provided.
  - (9) Upon approval of the request by the county committee, one member of the committee and the Secretary of the County Agricultural Conservation Association must sign in the spaces provided in section II and the date of each signature must be entered immediately below.



- (10) Section III will be executed by the Treasurer of the County Agricultural Conservation Association upon payment of the transportation and handling charges.
  - (11) Section IV will be executed by the producer upon delivery of the triple superphosphate to him.
  - (12) The original Forms ACP-64 will be sent to the State office with the original and one copy of the related Form ACP-65. When such Forms ACP-64 are returned to the county office the "Request for Shipment" number and any changes made by the State office on Form ACP-64 should be noted on the copies which were retained in the county office. The producer's copy should then be delivered to him and the original and remaining copy retained in the county office files.
- G. Form ACP-65, "Summary of Requests", is to be executed in triplicate when requests for triple superphosphate have been received on Form ACP-64, totaling a shipment (ordinarily a minimum carload of 40,000 pounds since freight rates are approximately 30 percent higher for less than carload lots), as follows:
- (1) Enter in the upper right corner the names and code numbers of the State and county.
  - (2) Enter in the spaces provided for the name of the material and a complete description thereof "Triple Superphosphate" and the date delivery is desired.
  - (3) Enter in the space provided the name of the person designated as consignee and his mail address.
  - (4) Enter in the spaces provided the name of the railroad or carrier which is to deliver the triple superphosphate and the actual point at which delivery is to be made.
  - (5) Enter in the respective columns the following information from the Forms ACP-64:
    - (a) the work sheet serial number of the farm,
    - (b) the names and addresses of producers requesting triple superphosphate,
    - (c) the word "lbs.", and
    - (d) the quantity (expressed in pounds) requested by each producer.
  - (6) Enter in the space provided the total number of pounds requested as shown on the Form ACP-65.
  - (7) Upon approval by the County Committee, one member of the County Committee and the Secretary of the County Agricultural Conservation

Association should sign and the date should be entered in the spaces provided.

- (8) The original and one copy of Form ACP-65 will be transmitted to the State office. When approved by the State office the copy of this form will be returned to the county office, and the original will be retained in the State office.

H. Upon receipt of the shipment, Form ACP-67, "Receiving and Inspection Report", should be executed in quadruplicate as follows:

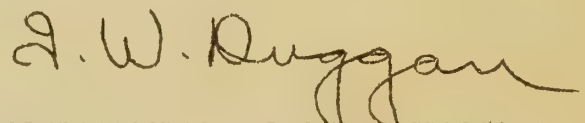
- (1) Enter in the upper right corner the names and code numbers of the State and county.
- (2) Enter in the space provided the Request for Shipment Number as shown on Form ACP-65.
- (3) Fill out the Receiving and Inspection Report with the assistance of the local freight agent, if necessary.
- (4) In case of loss, damage, shortage, etc., fill in the report of such loss, etc., with the assistance of the local freight agent, if desirable.
- (5) The signature of the designated consignee and the date should be entered in the spaces provided.
- (6) One copy of Form ACP-67 will be retained in the county office and the original and two copies forwarded to the State office. The State office will retain one copy and forward the original and one copy to the Southern Division, Agricultural Adjustment Administration, Washington, D. C.

## II. State Office Procedure.

- A. The producer's eligibility to receive triple superphosphate should be determined, insofar as possible, prior to approval of his request.
- B. Any producer's request may be reduced by drawing a line through the amount requested on Form ACP-64 and entering the approved amount in the column headed "Notations". The corresponding entry and the total on Form ACP-65 should also be corrected.
- C. Upon approval of Form ACP-65, Form ACP-66, "Request for Shipment", should be executed in quadruplicate.
  - (1) The number in the upper right corner of this form should be entered in the space provided on each related Form ACP-64 and ACP-65.
  - (2) Enter in the upper right corner the names and code number of the State and county.



- (3) Enter in the space provided the date delivery is desired.
  - (4) Enter "Southern" in the space provided for the name of the Division.
  - (5) From the related Form ACP-65 enter the following:
    - (a) name of the county
    - (b) name of the designated consignee
    - (c) consignee's mail address
    - (d) railroad or carrier which will make delivery
    - (e) actual point of delivery
    - (f) "Triple superphosphate" in the space for a complete description of material; total number of pounds; and "Pounds".
  - (6) When approved by the State office the signature of the person authorized to approve such requests for the State office, the name of the State, and the date approved should be entered in the spaces provided.
- D. One copy of Form ACP-66 (pink) will be retained in the State office. The original and orange copy should be forwarded to the Southern Division, Agricultural Adjustment Administration, Washington, D. C. The yellow copy of this form should be forwarded to the county office, together with the copy of the related Form ACP-65 and the originals of the supporting Forms ACP-64.
- E. Shipping instructions will be issued from Washington on the basis of approved Forms ACP-66.

  
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I. W. Duggan,  
Director, Southern Division,  
Agricultural Adjustment Administration





Issued April 18, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION



INSTRUCTIONS REGARDING THE COMBINATION OF SEPARATE TRACTS  
OF FARM LAND UNDER THE 1938 AGRICULTURAL CONSERVATION PROGRAM

In considering whether an operator should be permitted to combine separate tracts of farm land, as provided in the definition of a farm in section XVIII of Southern Region Bulletin 201, the county committee should determine that all such land (1) is adjacent or nearby, and (2) is operated by one person as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor which are used interchangeably and which are substantially separate from that for any other land. All tracts of farm land which are combined, as provided herein, must either (1) be owned by one person (meaning that one person holds legal title to such land), or (2) all the owners of such tracts of farm land who are entitled to share in the crops (or proceeds thereof) grown on such lands in 1938 must agree to such combination by signing in the designated spaces on Form ACP-68.

The county committee should not permit two or more tracts of farm land to be combined and considered as one farm if such tracts of farm land are normally regarded as separate farms in the community, unless the county committee finds that there has been a bona fide change in the operation which justifies considering the two or more tracts of farm land as one farm. In no case should the county committee permit two or more tracts of farm land to be combined and considered as one farm if such tracts are operated with separate workstock, farm machinery, and labor.

The final date for the combination of tracts of farm land in each case shall be determined as follows:

(1) No tract of farm land for which a cotton acreage allotment has been established may be combined with any other tract of farm land unless, prior to the time that the cotton acreage allotment was established for any farm in the county, there was on file in the county office a Form SRM-205 requesting the combination of such tracts of farm land.

(2) No tract of farm land for which a tobacco acreage allotment has been established may be combined with any other tract of farm land unless, prior to the time that the tobacco acreage allotment was established for any farm in the county, there was on file in the county office a Form SRM-205 requesting the combination of such tracts of farm land.

(3) For tracts of farm land not covered by (1) or (2)

above, the final date for filing Form SRM-205 in the county office requesting the combination of such tracts of farm land will be May 15, 1938.

The final date for making combinations of tracts of farm land owned by the same person is the same as that for combining tracts of farm land owned by different persons. However, it is not necessary to file Form ACP-68 if all tracts of such farm land which are being combined are owned and operated by the same person.

In each case where tracts of farm land are combined in accordance with these instructions, a master Form SR-101 must be executed for the combined farm. All data with respect to each 1937 work sheet will be combined for each entry on the master work sheet covering the farm as it will be operated in 1938. The county office must attach the original 1937 work sheets to the master work sheet and transmit all original parts and the master work sheet to the State office.

#### Preparation of Form ACP-68

Enter in the upper right corner the State and county code numbers and the serial number of the work sheet covering the combined farm.

Enter in section I the name and address of the operator of the farm. The operator of the farm must sign in the space indicated and the date must be entered.

Only one copy of Form ACP-68 need be prepared. This copy is to be retained in the county office.

Each owner must sign in section II showing the serial number(s) of the work sheet(s) covering the tract(s) of farm land owned by him and included in the combined farm. The date of his signature must be entered.

After the county committee has determined that the tracts of farm land in question were combined prior to the final date, or that the tracts of farm land should be considered as one farm, and the request was made on Form SRM-205 prior to the final date for making requests to combine tracts of farm land as indicated above, it should approve Form ACP-68 and one member of the county committee should sign in the space indicated for the approval of the county committee. The date of his signature should be entered.

*I. W. Duggan*

I. W. Duggan,  
Director, Southern Division,  
Agricultural Adjustment Administration.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

Mapping Procedure and Acreage Determination  
by the Traverse Plane Table Method



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I. INTRODUCTION

In order to complete the permanent mapping program of the Agricultural Adjustment Administration prior to the checking of performance for 1938, it will become necessary to prepare plane table maps in certain counties and portions of counties for which adequate maps have not previously been provided.

These instructions set out briefly the organization and procedure for mapping by the traverse plane table method. The organization and procedure herein outlined is set up with the idea that it will be best suited for mapping the larger portion of this area. It must be borne in mind that unusual conditions will modify this procedure and the State forces are authorized to make such changes as will be consistent with efficient operation. This work will require the employment of a large number of short term field men, or supervisors, many of whom may not be technically trained engineers nor experienced in the checking of performance. To simplify the training problem and to insure reliability in the finished maps, county and State units should avail themselves of the services of any experienced men now in their employ and a concerted effort should be made to reemploy those men who have proven their competence in similar work during past years.

## II. ORGANIZATION

### A. District Supervisors or Engineers

District Supervisors or Engineers will be directly responsible to the State Office in coordinating and supervising the surveying and mapping activities within the areas assigned to them by the State office. They will assist (1) in the training and organization of the field crews; (2) in the preparation of such cost and progress records as may be deemed advisable and will conduct such physical checks as may be required to secure accurate and efficient operation.

### B. County Supervisors

The County Supervisor will be responsible to the County Agent and to the District Supervisor and his duties will be as follows:

1. To supervise and direct the surveying and mapping activities of his county.
2. With the assistance of and in accordance with the plans of the State office as presented by the District Supervisor, to organize, initiate and execute the mapping program of the county.
3. To be responsible for the training of the county mapping organization.
4. With the County Agent to assign definite areas or farms to such field crews as may be operating within the county and assure that adequate, well distributed check surveys are made upon each farm supervisor.
5. To maintain time, cost, and progress records as may be required by the State office.

### C. The Farm Supervisor, will

Be directly responsible to the County Supervisor for the completeness and accuracy of the farm survey, and his duties will be as follows:

1. To direct the activities of his assistants;
2. To plan and execute the surveys assigned him;
3. To operate the plane table;
4. To determine that the required data is incorporated on the original farm map neatly, legibly, without omissions, and to the standards of accuracy established;
5. To be responsible for the field equipment assigned to him;



6. To report daily to the County Supervisor the time and work records as called for, on suitable form; and

7. In general, to be responsible for the efficient and expeditious accomplishment of the field work.

The farm supervisor must be diplomatic and tactful as well as efficient, since it is essential to the success of this program that cordial and cooperative relations be maintained between the supervisor and the producers.

#### D. Chainman

Under the direction of the farm supervisor, the duties of the chainman are as follows:

1. To be responsible for chained measurements;
2. To properly care for the equipment assigned him, and
3. In general to assist the farm supervisor in any way possible in the execution of the survey.

### III. OBJECTIVES

#### A. Field Organization

The field crews will be expected to furnish the county office with complete field sheets, using standard identification marks and appropriate symbols showing all permanent and natural features which go to make a complete map, which will be used in determining the extent of compliance with the requirements of the Agricultural Conservation Program in any year. If at the time of mapping, it is possible to determine performance, the field sheet should show complete land use such as crops planted and any approved soil building practices which have been carried out in connection with the Agricultural Conservation Program.

#### B. Office Organization

It will be the duties of the county office to prepare tracings from the field sheets submitted by the field crews, to determine the acreages of the various component parts, and to segregate and file the various farm data.

Through conference on the part of the County Agent and the County Supervisor, the planning of the various surveys should be undertaken after careful study of the prevailing situation and conditions. The accuracy, cost and timeliness of the county mapping program will depend quite largely upon the type of plans that are laid. Prior to initiating the survey, the office organization should secure and assemble such available information as may facilitate or expedite the field work.

#### IV. STANDARDS

A tolerance of one percent has been established as a standard of accuracy to be maintained. In the event, therefore, that unit boundaries do not close within one percent of the perimeter distance of linear measurement, an error is indicated and rechecking will be made to isolate and correct the error.

The scale to be used in the county will be established by the State office through the District Supervisor and no departure should be made therefrom. The State office should bear in mind the advisability of recommending as few different scales for the State as possible, preferably the scales of 330 and 660 feet per inch.

In original field sheets as prepared by the farm supervisor no attempt will be made toward finished drafting. Field sheets should, however, be neat, legible, and conducive to easy and positive interpretation and tracing.

The finished tracing will be an accurate, neat and legible reproduction of the field sheet. It will be prepared in accordance with established procedure on the appropriate form for that purpose.

Within the limits of accuracy established, both field and office work must be reliable and such reliability must be assured by an adequate checking system.

In some cases farmers have employed county surveyors or other qualified engineers to make maps of their farms. No such survey may be accepted without the approval of the county supervisor. Acceptance of such a survey in no way relieves the county supervisor of the responsibility for accuracy within the limits established.

In the event that a survey by another engineer is accepted, a tracing thereof must be secured and the farm must be visited by a competent field supervisor, at which time he will check the plat for completeness of data, indicate crop areas, changes made in fields, and in general, incorporate on the existing plat the compliance data required.

#### V. EQUIPMENT

The following equipment should be provided:

##### A. Equipment for Farm Supervisor

- 1 traverse board.
- 1 tripod.
- 1 open sight alidade.
- 1 suitable level for use on traverse board.
- 1 notebook for noting office information pertinent to the survey and for information secured in the field not incorporated in the plan, such as time required, farmers claims, etc.



- 1 6-inch 30° by 60° celluloid triangle.
- 1 engineer's pocket scale suitably graduated.
- 1 pad of sandpaper pencil pointers.
- Supply of pencils (5 H or harder), erasers, thumb tacks, scotch tape, and letter size envelopes.
- A supply of plane table sheets.
- A supply of compliance forms furnished by the County Agent for use in recording the data necessary for reporting upon the performance of each farm under the Agricultural Conservation Program.

B. Equipment for Rodmen and Chainmen

- 1 66-foot steel chain graduated in tenths of a chain.
- 11 chaining pins.
- 1 hand ax with a flat back suitable for driving stakes.
- A supply of lath for use as stakes to mark points on the ground desirable to be retained for a short period and for backsighting.
- 1 note book and pencils for noting pertinent data when too far from the instrument to be accurately observed or understood by the farm supervisor.

C. Equipment for County Office

- 1 drafting board or drafting table.
- 1 T square or straight edge.
- 1 engineer's 12-inch boxwood scale.
- 1 protractor graduated to 1/2°.
- 1 or more 30° by 60° celluloid triangles.
- 1 or more 45° celluloid triangles.
- Thumb tacks, erasers, pencil pointers and a supply of HB, 2H, 4H pencils, scotch tape, shears and a supply of mapping forms.
- 1 or more planimeters or rotometers.

Before making use of the plane tables and alidades which have been used in past years, they should be carefully checked for accuracy and those found in need of repair should be returned to the State office.

The compass needles often require attention and the folding sights on the alidades sometime become loose and in need of adjustment.

Each chain should be checked for accuracy against a steel tape at least once a week.

## VI. FIELD PROCEDURE

Generally speaking, maps will be developed on an individual farm basis although in some cases it will be desirable to give consideration to a legal subdivision or section and to later segregate the farms at the time tracings are made. If a farm is so extensive as to require the use of more than one field sheet a division should be made. The establishment of arbitrary divisions of areas for mapping purposes should be done logically by a set rule, following roads, irrigation, or drainage ditches, stream boundaries, or other permanent features. Each map covering a portion of the farm should be identified by symbols in such a way that the maps can be filed expeditiously, and located later for building individual farm maps.

If the fields in a farm, though separated by woods or pasture, are close enough to fall on one plane table sheet they should be joined by traverse and plotted in correct position in relation to each other, unless instructed otherwise by the District Supervisor.

Measure all cropland in every farm covered by a work sheet which was filed in the county office prior to the closing date, unless the operator of the farm states to the field crew that he does not expect to make application for payment in connection with the 1938 Agricultural Conservation Program. Regardless of whether a farm is or is not to be covered by an application for payment under the 1938 Agricultural Conservation Program all cropland in the farm must be measured if cotton, or tobacco is grown in 1938 on the farm.

### A. General Suggestions

The equipment necessary for a complete outfit having been assembled and checked, the field crew is ready for assignment.

Check to see that the assignments have been grouped in order to avoid undue loss of time in travel.

Before starting for the field, make certain that the field crew has been provided by the county office with all necessary information relative to the areas to be mapped.

Contact the producer or producers operating the farm immediately upon reaching the premises. It is desirable, if possible, to advise the producer in advance of the time the survey is to be made.

Ask the producer to accompany you on the survey. He will be keenly interested and can be very helpful in locating boundaries, etc.

### B. Plane Table Operations

1. Fasten a plane table field sheet securely and smoothly to the board. (Do not use thumb tacks).

2. Set up the plane table at or near a corner of the farm, preferably at one end of a long side.



(a) Have a stake driven to mark the location of the initial station. This point, for reference purposes, should be designated number one. This point should be chosen in such a manner that when the plane table is oriented in the cardinal direction, the plane table sheet will encompass the entire farm if possible.

3. Level the table; the compass will not float freely unless the table is level.

4. Orient the table with the compass; then clamp the board and lock the compass.

(a) The board should always be clamped except while it is being oriented. The compass pivot is easily damaged; so the compass must also be locked when moved from station to station.

(b) After the plane table has been oriented, lines should be drawn to all conspicuous objects, such as houses, conspicuous fence corners, windmill towers and any points in the interior of the farm which will be desirable to locate. After all such points have been sighted and the table moved to the next station, the location of these station points may be determined by intersection and thereafter as progress is made around the farm these points will serve as a constant check upon the accuracy of the work. It is difficult to judge from the first station which land marks can be seen from other locations; it is therefore necessary to select as many check points as possible since they can be disregarded later if they prove to be of no value. It is difficult to over-estimate the value of a large number of such intersection points. Very often the accuracy of your orientation will depend entirely upon two or more of such points.

(c) While the field supervisor is orienting the board and preparing for the mapping work, certain additional details should be attended to at this time by the chaining crew. Stakes and a backsight made of lath suitable for sticking in the ground should be prepared; the tape should be unrolled in readiness. When the selected beginning line falls along a road or lane, during the interim the chainmen should secure and note for the supervisor pertinent data, such as the width of road or lane, distance from instrument to adjacent fence lines, distance from fence lines to crop area, and any other desirable information.

(d) The chainman should start measuring the selected beginning line. Chainmen should be instructed to chain as rapidly as is consistent with accuracy, and upon reaching the end of the line should mark the point with a stake, give the farm supervisor a sight on the point and then call the farm supervisor ahead.

(e) While the chaining crew is measuring the first line the farm supervisor should scale and plot the data furnished him by the chaining crew.

(f) Chaining crews should be trained to secure, during the measuring of a line, adequate ties to features encountered, such as the point of crossing of small streams, or the edges of waste land, or unfenced changes in crops, a point opposite a bridge on an adjacent road, cross fences, etc. It should be remembered that since the farm supervisor is responsible for the reliability of the assembled data, and since the plane table work is the most painstaking and, consequently, the slowest, the farm supervisor should never be obliged to wait upon the chaining crews. Efficient chaining crews will anticipate the needs of the farm supervisor and secure the desired measurements of information on their own initiative. It is necessary that all of the work proceed with all speed possible and the survey crew should take advantage of all legitimate short cuts but accuracy should never be sacrificed for speed.

5. Take foresight to station 2.

6. Move up to station 2.

(a) Having set up the traverse board over station No. 2, which has been designated by a marked stake, the farm supervisor should obtain the length of the first line from the chainman, together with such data as may have been secured en route. These notes may be kept on a convenient size scratch pad or note book, the sheet torn off and given to the farm supervisor, who should keep the accumulation of slips, even after plotting, until the unit map is complete,

(b) The chaining crews should then proceed with the measurement of the second line as indicated by the farm supervisor. The customary practice will be to first map the exterior boundaries of the unit together with adjacent pertinent data, after which interior mapping may be easily done. A further advantage of this practice is that a satisfactory closure will be obtained on the exteriors, thus reducing to a minimum the retracement or correction work necessary, in case of misclosure. Accordingly, having provided the farm supervisor with the notes relative to features encountered along the previous line and adjacent to the instrument point in each case, the chaining crew should successively proceed with the measurement of the next course until the point of beginning has been reached.

7. Level the board and assure yourself of the stability of the instrument.

8. Plot chain distance from station 1 to station 2, using extreme care in scaling and plotting the distance.

9. Orient the board with the compass. Then set the alidade along the line on the sheet which represents the line between stations 1 and 2. If the backsight does not fall on station 1, unclamp and turn the board until the backsight does fall on station 1. The board is then oriented to the survey and the work may be continued.



10. When the chaining crew has signaled its readiness, the farm supervisor, holding the rear end of the graduated edge of the alidade exactly alongside of point No. 2, should move the front of the alidade into position, so that point No. 3 falls within the sights of the instrument.

(a) Proficiency in this operation is achieved through experience. Plane table operators equip themselves with a pin or needle on the head of which has been attached a cork or suitable holder to facilitate handling. This pin is held firmly in the point representing the instrument station and serves as a pivot for the edge of the alidade. Having satisfied himself as to the accuracy of the alidade setting, the farm supervisor draws a fine line along the edge of the alidade and signals "OK" to the chainman. If considerable plotting has been done at the set-up prior to taking the foresight, before depending on the location of the forward tangent it will be well to check on the back sight, to make sure that the board has not slipped.

11. The farm supervisor should then move to station No. 3 and continue this procedure from station to station until the survey has proceeded around the farm to the place of beginning, and he has obtained two positions for the beginning point. The distance between these two positions represents the error of closure.

12. In the event a closure error is evident, larger than the established limit, the following procedure should disclose the trouble:

(a) Check the scaling of the individual courses against the lengths of the courses, as noted along the line, and against the notes furnished by the chainman.

(b) Occupy any station from which several stations are visible, orient the board to the back tangent, and sight on as many stations as may be in view, drawing very light lines across the sheet in order that the accuracy of the plotting to those points may be observed. Usually this will isolate the section in error and may even indicate the cause, such as an error in chainage of one chain. To reduce retracement work it is suggested that this practice be followed during the original survey; when time permits, sight all visible, previously established points, with the board in orientation.

13. Usually the closure error will be found to be so small as to necessitate changing only one or two courses. In any event when a satisfactory closure has been obtained the closure error should be adjusted. No angle should be changed by more than one-half degree.

14. Having satisfactorily closed and adjusted the exterior boundaries of the tract the interior data must now be incorporated. Experience will rapidly increase the efficiency of the entire organization in this phase of the work.

C. In general, small fields or areas having been cut into generally rectangular or straight-sided fields will present few difficulties. Bear in mind that each point previously occupied and indicated on the field sheet is now an established position to which interior data may be tied. Unless isolated interior fields exist it may not be necessary to traverse the boundaries of the various fields, due to the fact that some of the data may be plotted on your sheet as a result of chaining-crew notes. The map should indicate the edges of the cropland on interior fields as well as along exterior boundaries. The chaining crews should be impressed with the importance of securing these necessary measurements.

When a strip of idle cropland is found adjoining the fences care should be taken to indicate, to scale, the actual crop boundaries as well as the fence lines. No effort should be made to run lines exactly in fence lines or in any place where visibility is impaired or progress of the work retarded. In such cases, with the board properly oriented and measurements taken to the fence or object affecting visibility, the position of such project can be sighted and plotted as accurately as though the instrument were in the fence row. All lines drawn on the map should be straight lines. Curved lines should never be drawn.

Care should always be exercised in the following respects: The traverse board should never be jarred. A sight should never be taken or a line drawn on the sheet without being sure that the board is clamped and that the orientation has not been disturbed. No requisite information should be omitted from the field sheet. Lines should be fine and sharp and lettering clear and distinct.

After the interior data has been incorporated the field sheet should be checked with the producer to assure that nothing is omitted; that all features are shown by the appropriate symbol; that the lines of crop areas are properly delineated; that the sheet bears the State and county code and legal description of the area mapped; and the name of the producer and his work sheet number; that the State and county are indicated, and that the year of the program is shown.

Following a check of the above data, be sure that the use of each field is clearly indicated in the center of the field, as shown on the map. In addition, any other compliance data, as required, should be inserted.

The farm supervisor should sign in the lower right-hand corner of the sheet as follows: Surveyed by--John Doe--April 22, 1938.

#### D. Chaining Operations

Each farm supervisor should be entirely familiar with accepted practices in chaining and should be sure that his assistants are accurate and efficient.

1. The head chainman should take ten chaining pins, and the "o" end of the chain and start down the line he intends to measure. One chaining pin should be left at the starting point until the head chainman sets his first pin.



(a) Unless some well-defined boundary line is being followed the rear chainman should align the front man with the point toward which the measurement is being made.

2. As the rear end of the chain approaches the point held by the rear chainman, the rear chainman calls "chain" to indicate to the head chainman that he has reached a chain length. Watchfulness in this matter will reduce to a minimum the occasions for dragging the chain back, due to overrunning the point.

(a) The rear chainman should then stand with feet well apart on the right side of the line facing the pin, holding the leather thong fastened to the chain in his left hand, and taking some of the strain by grasping the chain with the right hand. The end of the chain should be held at the ground beside the pin, if the front chainman is down hill from the rear chainman. If the front end of the tape is uphill from the rear chainman, the rear chainman should hold the end vertically over the chaining pin. He should raise the chain sufficiently that the two ends are level assuring horizontal measurement.

(b) The front chainman, upon the rear chainman's call of "chain", should stop, face the instrument, line himself in, with the help of the rear chainman, assuring himself that the chain is free, straight, and unknicked. He should then estimate the slope and ascertain whether the rear chainman is holding the rear end of the chain at the proper elevation. In the event that the front chainman is downhill from the rear chainman he should hold the zero end of the chain sufficiently high for the chain to be level. When he is uphill from the rear chainman he should, of course, hold the chain on the ground.

The head chainman should be held responsible for the leveling of the chain and in general for the accuracy of the measurements.

(c) Ordinarily, when the chain is taut and the rear chainman is holding steadily on or over the point the rear chainman will call "All right" or "Stick". If at this time the head chainman is in readiness, he will mark the point and answer "all right", or "Stuck".

3. The head chainman then should stick a pin in the point and move on toward the next station.

4. The rear chainman should pick up the pin and move ahead to the pin left by the head chainman. The rear chainman ordinarily carries the necessary stakes and the hand ax.

5. This procedure should continue until the end of the line is reached. If the line is more than 10 chains in length, when the head chainman sets his last pin he should wait until the rear chainman comes ahead. The rear chainman should then have 10 pins, the pin marking the last point being the 11th. These should be carefully counted, 10 chains tallied in the note book, the 10 pins turned over to the head chainman, and the procedure repeated.

In the event a pin is lost an immediate search should be made, for without the correct number of pins errors are likely to result.

At any point the number of pins held by the rear chainman represents the number of chain lengths that have been measured. Thus, when the rear chainman has eight pins in his possession, 8 chains have been measured to the point where the head chainman has set his pin.

6. When the end of the line is reached the head chainman stops and signals the rear chainman. The rear chainman then holds the nearest link at or over the pin in the usual manner, and the head chainman marks the point in the same manner as though a full chain length were used. The rear chainman then calls to the head chainman the link he is holding, which the head chainman repeats and notes. The rear chainman then walks ahead to join the head chainman and reaches an agreement with him as to the total distance.

## VII. OFFICE PROCEDURE

When the field sheet covering a survey has been delivered to the county office, an appropriate sized map form should be selected. This form should be fastened in position over the field sheet, assurance having first been made that the data on the field sheet is clearly visible through the map form. In the event that some detail is indistinct these portions should be intensified by going over the lines with a sharp soft pencil. If all of the lines on the field sheet are indistinct rather than attempt to intensify the entire field sheet, a light table simply constructed by placing lights under a section of glass, may be resorted to for the tracing work.

When the tracing is made from the field sheet only such lines should be traced as will constitute the permanent map of the area; therefore, such information as pertains only to this year's farming operations should be omitted from the tracing. The reason for this is that the base map as traced will be reproduced in black and white prints, which will be used in determining extent of performance not only for the present year but in succeeding years.

In orienting the map form over the field sheet always attempt to locate the area outline on the map form in such a manner that the north side of the area will fall at or near the top edge of the sheet.

All of the data delineated on the field sheet should be traced on the map form by the use of different weights of pencils so as to give proper importance to the different features.

Fancy drafting should not be attempted. Single stroke letters and figures, and clear, sharp lines should be made. Uniformity in lettering and in the use of symbols is essential. The drawing will not stand erasing.

Land description must be shown clearly on the map.



The scale must be indicated, also directions by use of the north arrow.

The initials of the farm supervisor and date of survey must be transferred to the tracing.

The tracer must initial the tracing and show the date.

Tracing should be checked for completeness.

In the event that performance has been determined by the farm supervisor at the time of mapping, the field sheets should be turned over to a planimeter operator to determine acreage in accordance with general performance instructions.

The planimeter operator will fasten the sheet on the table or drawing board preferably with scotch tape, set the planimeter in position so that the bearing wheel will not roll off the edge in following the boundaries with the tracer arm.

The constant of the planimeter should be previously determined with reference to the scale which is to be used so that the reading when multiplied or divided by the constant will give the area in acres. The tracer point should be set over a sharp definite point such as a corner of the field to be measured. Do not attempt to set the indicator at zero with the tracer arm on the beginning point. Rather set the tracer arm over the point, read the indicator, and note the reading on scratch paper or place it in an adding machine. The tracer point should accurately follow the boundary of the field to be measured. Upon completing the circuit stop with the tracer point over the beginning point. The indicator should again be read noting the reading over the original reading. This operation should be repeated and the last reading noted. The first reading should be subtracted from the second, and the second from the third. If the results do not agree within 1 percent, the process should be repeated until agreement is reached.

The instrument should not be cramped, and settings that necessitate the movement of the tracer arm to or near its limits should be avoided. It will be preferable to divide the field or area and measure the component parts.

Place the decimal point carefully. After some practice approximate acreage of a given area may be easily estimated. This faculty should be developed, as it will reduce many serious errors.

The various fields should be numbered and lettered in accordance with instructions issued by the State office through the District Supervisor.

Some counties may be provided with rotometers instead of planimeters for use in computing field areas, in which cases the standard instructions accompanying the rotometers will be used.



Having designated the fields and having determined and checked the areas, the planimeter operator very lightly will pencil the correct acreages in the center of the respective fields.

Having satisfied himself that the acreages are correct, the planimeter operator should initial the sheet and indicate the date computed.

It should be constantly borne in mind that the mapping program is first and only for the purpose of properly carrying out the agricultural conservation program and for maintaining adequate compliance records and the efforts of both field and office organization should always be directed toward that end.

The office organization should exert every effort to keep the field men supplied with all necessary data, as only in this way can the efficiency of the entire organization be maintained.

To a material degree the efficiency of the field crews will depend on the experience and initiative of the County Supervisor. These men should be experienced in agricultural conservation work and should have full understanding of the technical aspects of this work. They will assist in the training of the men during the early stages of the work and should spend as much time as possible with each crew.

5 In addition it is likely that problems of more than ordinary difficulty may be encountered. In these cases the County Supervisor will be expected to take charge of a crew and make the survey personally. In these cases standard accuracy will be maintained and uniform symbols used. In every respect the map will be comparable to the usual map. If it is considered expedient, however, other procedures may be followed in these special cases. Assuming that the County Supervisor is competent, any accepted engineering practices may be used.

#### VIII. SUGGESTED PROCEDURE FOR TRAINING PERSONNEL

It is, of course, highly probable that in each county there will be available a number of capable men who through previous experience with the programs of the Agricultural Adjustment Administration will be entirely familiar with the requirements for plane table mapping and for determining performance. It is hoped that as many of these men as possible can be secured as farm supervisors and that their training will not constitute a serious problem.

District meetings may be scheduled by the State Office to be conducted by the State or District Supervisors for the purpose of training the County Supervisors and as many other key men as practicable. Such schools should be attended whenever possible by the County Agent, the Assistant in Agricultural Conservation, the County Supervisors, and as many farm supervisors as it is deemed advisable.



At the district meeting or meetings a qualified officer should explain in detail the problem at hand, describe briefly the agricultural conservation program, list the compliance data required, explain its use, emphasize the necessity for maintaining cooperative relations with the farmers, and in general, thoroughly familiarize the applicants with the details of reporting performance.

The District or State Supervisor should describe the method of plane table operation as outlined in this bulletin and by demonstration and illustration show the use of the various instruments. It is suggested that the instructions be covered step by step until every phase of the work is understood by each man.

At the end of this conference, those attending should be divided into groups.

The entire party should then go to the field and each group make an actual map of a selected area. A small area may be used, but if possible an area presenting a number of typical problems should be selected. Every assistance should be given all individuals and their adaptability observed during the course of the work. The demonstration should include the care of equipment.

#### IX. CARE OF INSTRUMENTS AND EQUIPMENT

A. Office. The county offices will be responsible for the instruments and materials assigned to them.

Use of the engineer's white-edged scale as a straightedge for drawing lines should be avoided as the graduations become worn and scratched and materially affect scaling.

The planimeter is a very delicate instrument. Straining any part of the instrument should be avoided; it must be protected so far as possible from dust and, above all, it must not be dropped. The instrument must be in the box at all times when not in use.

B. Field. The farm supervisor is required to personally care for the alidade and plane table board.

The precision of the alidade and consequently the accuracy of the field work is dependent on keeping the instrument in first-class condition. Straining, jarring, or dropping should be avoided. The alidade must be in the leather case when not in use. In wet weather it should be wiped carefully before putting it in the case. An occasional check of the instrument, particularly if it is believed to be out of adjustment, should be made. A check in the following manner is suggested:



Using the alidade as a straightedge, a line should be drawn with a sharp, hard pencil. Reversing the alidade and with the edge carefully placed along the previously drawn line, a second line should be drawn. This should coincide for the full length with the first line. If it does not, the two lines may coincide at the ends and depart near the center or conversely. Repeat the procedure. If it appears that coincidence is not obtained it is obvious that the straight edge of the alidade has become warped and should be sent to the State office for correction. Both vanes of the alidade should be truly vertical and the vertical wire taut. A vertical check upon the vanes may be accomplished by holding a celluloid triangle upright on the plane table and comparing the edge of the triangle with the wires of the alidade. Before sending the instrument in, both edges of the alidade should be checked.